

FRESNO, CALIFORNIA

CLASS SPECIFICATION

ACCOUNTING SUPERVISOR

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Accounting Supervisor is the fourth level in a four level Fiscal Support series. Incumbents are responsible for supervising fiscal clerical staff and activities and compiling fiscal data for management review.

The Accounting Supervisor is distinguished from the Accounting Specialist by its first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Supervises fiscal support staff including prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
15% |
| 2. | Supervises the daily clerical/accounting support activities operations in assigned area of responsibility, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; monitoring the process of liens and bankruptcies; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards. | Daily
20% |
| 3. | Researches, evaluates and analyzes a variety of complex fiscal situations and makes recommendations based on findings. | Daily
10% |
| 4. | Provides advisement and guidance to internal departments regarding fiscal procedures and guidelines, including issues associated with accounts receivable, accounts payable, revenues and expenditures, payroll and/or other applicable issues. | Daily
10% |
| 5. | Assists customers and employees with requests for information, ranging from routine to complex, over the phone and in person; researches and resolves complex problems with accounts and/or other related issues. | Daily
10% |
| 6. | Serves as a liaison with internal departments, other municipalities, and governmental agencies. | Weekly
15% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
7.	Participates in coordinating and monitoring division budget, including preparing cost estimates for budget recommendations and monitoring project expenditures.	Weekly 10%
8.	Participates in/on a variety of meetings in order to receive and convey information.	Weekly 5%
9.	Participates in the design, implementation, and maintenance of computerized procurement systems.	Occasion- ally 5%
10.	Reviews reports for delinquent customer accounts and negotiates payment agreements; explains applicable laws, procedures, and regulations associated with debts. May adjust or cancel payment agreement based on ability to pay.	Daily 15%
11.	Oversees and/or maintains computer records and files related to accounts; responsible for monitoring accounts and ensuring follow-up contacts and timely payment of account.	Daily 10%
12.	Collaborates with the City Attorney's Office to provide input in preparation for legal action.	Monthly 10%
13.	Responsible for developing revenue collection guidelines.	As Required
14.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

Associate's Degree or 60 units from an accredited college or university in Accounting or related field and four years of experience directly related to assignment is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License

FRESNO, CALIFORNIA

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ACCOUNTING SUPERVISOR

Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices
- Accounting principles, practices and methods
- Office procedures, principles, practices and equipment
- Applicable computer software packages
- Research methods
- Mathematical concepts
- Customer service policies, principles and practices
- Account balancing and reconciliation procedures
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Recordkeeping principles and practices
- Advanced principles and practices in assigned area of responsibility

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work
- Training employees in proper work methods
- Using computers and applicable software applications
- Providing customer services
- Coordinating the completion of projects
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Using modern office equipment
- Reconciling and balancing accounts
- Maintaining general and subsidiary ledgers
- Analyzing a variety of administrative problems and making sound policy and procedural recommendations
- Maintaining databases
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Preparing and performing mathematical calculations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

FRESNO, CALIFORNIA
CLASS SPECIFICATION

ACCOUNTING SUPERVISOR

Physical Requirements:

Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008